



Natural Resources Conservation Service
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March 13, 2008

NEW MEXICO BULLETIN NO. NM360-8-12

SUBJECT: PER – EMPLOYEE DEVELOPMENT

TO: NRCS NM Supervisors

ACTION REQUIRED BY: APRIL 7, 2008

Purpose. To advise all supervisors of the requirement to establish Employee Development Plans.

Expiration Date. September 30, 2008.

NRCS policy requires that all employees have an Employee Development Plan (EDP) in place in order to identify immediate and long term training needs. In an effort to assist supervisors in developing and/or updating EDPs for employees, the attached information is being provided. All supervisors must certify via an email to the Area Conservationist or appropriate State Office Leadership Team member that an EDP is in place for each employee supervised. They, in turn, must certify via email to the State Conservationist that EDPs are in place for all employees in their respective areas no later than April 7, 2008.

The attached documents are being provided for use in developing and documenting employee training needs. Please note there is no requirement to utilize the attached format; therefore, if EDPs have already been developed using another format, no action is necessary (other than the certification that EDPs are complete).

Additional information regarding EDPs can be found in General Manual 360 Part 410 located at <http://directives.sc.egov.usda.gov/>. If you have any questions, please contact Jerry Hancock, Human Resources Specialist, at 505-761-4486 or Vickie Suazo-Chanza, Human Resources Officer, at 505-761-4409.

/s/ Norman Vigil, acting

DENNIS L. ALEXANDER
State Conservationist

Attachments (3)

